



Verification	Originator	Approved	Issued
Initials	ST	ST	ST
Date	8/29/2014	12/5/2014	12/12/2014

Title: COFL-FF-4.3.2-1 Legal & Other Requirements Procedure

<b>Person responsible:</b>	<b>Environmental Services Manager</b>	
<b>Area of application:</b>	Fleet Fenceline	
<b>Document location:</b>	www.fortlauderdale.gov/ESMS	
<b>Revisions</b>		
<b>Rev. No.</b>	<b>Date</b>	<b>Description</b>
001	5/13/16	Remove Approval box. Remove "ESMS Core Team" from 2.1, 5.1, 5.3, 5.4 and 5.5. Replace with "FF Team" on 5.3 and 5.5.
002		
<b>Recurring action items</b>		
<b>Activity</b>	<b>Responsibility</b>	<b>Frequency</b>
1. Review the master list of regulations and standards to ensure it is up to date and accurate. Edit list as necessary and update annual review document.	Environmental Services Manager	Annually
2. Evaluate new regulations and standards against the criteria. No action is necessary if there has not been a revision to list.	FF Team	Dependent upon findings in Activity 1, at a minimum annually

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### 1.0 Purpose

**1.1 Introduction** – The City of Fort Lauderdale recognizes the impact that its activities may have on the local, national and global environment and it is the City's goal to minimize those effects through a comprehensive Environmental & Sustainability Management System (ESMS).

**1.1.1 Purpose** - The purpose of this procedure is to ensure that legal & other requirements associated with the environmental aspects of the City's activities, products and services are identified and to ensure the Environmental Services Manager maintains access to these requirements.

### 2.0 Scope

**2.1 Scope** – This procedure conforms to the ISO 14001:2004 standard, section 4.2.2 *Legal and Other Requirements* and covers operations of the City of Fort Lauderdale, including City facilities, employees, contractors, and tenants. Legal and other requirements include municipal, state, and federal environmental legislation and regulations that the City is legally obligated to comply with and any environmentally related operating permits, licenses, and certificates of approval. Legal and other requirements also includes the environmental requirements that the City has pledged to comply with through associations, memberships, and volunteer pledges. This procedure supersedes any previous procedures, policies, guidelines, memorandum, matrices etc.

2.1 The **Environmental Services Manager** will evaluate the legal and other requirements during the review of environmental aspects annually. Refer to the environmental aspects documentation: **COFL-FF-EP 4.3.1-1 Environmental Aspects Procedure** and **COFL-FF-EP 4.3.1-2 Environmental Aspects Matrix**.

2.2 The **Environmental Services Manager** will review the current list of environmental aspects for the City of Fort Lauderdale. From this list, the Environmental Services Manager will develop a list of legal & other requirements that apply to The City of Fort Lauderdale. The current list of legal & other requirements that apply to the City is maintained in **COFL-FF-ED 4.3.2-2 Legal & Other Requirements Matrix**.

2.3 The **Environmental Services Manager** will obtain updates as promulgated by regulatory agencies on pertinent environmental regulations. This is accomplished through multimedia, internet accessibility, attending meetings, training, or by periodic written request for updated information from regulatory agencies. The **Environmental Services Manager** will stay abreast of legal & other requirements by:

2.3.1 Maintaining access to Federal Regulations applicable to The City of Fort Lauderdale;



- 2.3.2 Searching, book marking and linking to internet accessible regulatory informational web sites;
  - 2.3.3 Maintaining access to sections of the Florida Administrative Code applicable to The City of Fort Lauderdale;
  - 2.3.4 Periodically reviewing the changes to applicable requirements and evaluating their impact on The City of Fort Lauderdale;
  - 2.3.5 Periodically reviewing, and updating where necessary, the list of applicable requirements;
  - 2.3.6 Anticipate and prepare for new or changed requirements, so that appropriate action can be taken to maintain compliance.
- 2.4 The **Environmental Services Manager** stays abreast of proposed physical and/or operational changes in the City so that additional legal & other requirements are identified and considered prior to the implementation of the changes by:
- 2.4.1 Receiving written notification from **Area Supervisors** through the **Program Manager** of any proposed operational or physical changes;
  - 2.4.2 Conducting a legal & other requirements analysis on any proposed changes;
  - 2.4.3 Providing written authorization to Program Manager for changes after the analysis has been conducted;
  - 2.4.4 Evaluating new or modified activities, products and services.

## 3.0 Responsibility

- 3.1 The **Environmental Services Manager** is responsible for:
- 3.1.1 Ensuring legal & other requirements that affect each department operating at the City are identified;
  - 3.1.2 Maintaining access to these requirements;
  - 3.1.3 Maintaining the ESMS document **COFL-FF-ED 4.3.2-2 Legal & Other Requirements Matrix** in the ESMS;
  - 3.1.4 Disseminating these requirements to the respective departments;
  - 3.1.5 Staying abreast of changes in these requirements and identifying new requirements;
  - 3.1.6 Evaluating physical and/or operational changes in the City to determine if new requirements are triggered;
  - 3.1.7 Determining how the legal and other requirements apply to the City's environmental aspects; and
  - 3.1.8 Communicating to persons working for or on behalf of the organization including contractors whose responsibilities and actions can affect compliance requirements for the City.
- 3.2 The **Program Manager** is responsible for:
- 3.2.1 Communicating proposed physical and/or operational changes to the **Environmental Services Manager**;



- 3.2.2 Refraining from making physical and/or operational changes that may significantly affect the environment, including the installation and use of stationary or portable equipment, prior to approval by the **Environmental Services Manager**; and
- 3.2.3 Communicating relevant environmental aspects of department operations or services to the **Management Representative**.

## 4.0 Definitions

- 4.1 Refer to **COFL-FF-EP-4.4.4-2 ESMS Related Definitions Procedure**

## 5.0 Process

- 5.1 The **FF Team** will identify and evaluate environmental aspects within the scope of the ESMS in order to identify those with significance. The scope of the ESMS includes activities and services occurring at the Fleet Fenceline as well as those occurring off site under the direction of the organization. The significant aspects will be managed in a way that reduces or eliminates the significant environmental impacts associated with them.
- 5.2 The inventory of aspects is maintained and evaluated using the significant criteria found in **COFL-FF-ED-4.3.1-2 Evaluation of Aspects & Impacts Matrix**, **COFL-FF-ED-4.3.1-3 Aspect Criteria Definitions** and established in this procedure.
- 5.3 The **FF Team** will evaluate the legal and other requirements during the review of environmental aspects. Refer to **COFL-FF-EP-4.3.2-1 Legal & Other Requirements Procedure**
- 5.4 At a minimum, the **FF Team** will reassess the aspects annually to make any necessary modifications and to reflect any changes to operations regarding current, past, or new plans for modified activities, products and services at the Fleet Fenceline. This review will be documented and attendance recorded (e.g., agenda, sign in sheets, meeting minutes). The annual Compliance Evaluation **COFL-FF-ED-4.5.3-2 Compliance Evaluation** will be submitted to the **ESMS Coordinator** and **Management Representative** and kept as a record.
- 5.5 If there are major changes to the aspects, as determined by the **FF Team**, a Management Review will be held to review and endorse the changes. The frequency of Management Review is detailed in the **COFL-FF-EP-4.6-1 Management Review** procedure. The Management Review will be documented and attendance recorded (e.g., agenda, sign in sheets, meeting minutes.)

## 6.0 References / Related Documents

- 6.1 COFL-FF-ED 4.3.2-2 Legal & Other Requirements Matrix
- 6.2 COFL-FF-EP 4.3.1-1 Environmental Aspects Procedure
- 6.3 COFL-FF-ED 4.3.1-2 Evaluation of Aspects & Impacts Matrix
- 6.4 COFL-FF-ED 4.5.2-2 Compliance Evaluation
- 6.5 COFL-FF-ED 4.3.2-3 Legal & Other Requirements Annual Review Maintenance